



City of Tempe

TEMPE PRESCHOOL RESOURCE EXPANSION COORDINATOR

JOB CLASSIFICATION INFORMATION

| | | | |
|--------------------------------|----------------|---------------------------------|----------------------------|
| <i>Job Code:</i> | 558 | <i>FLSA Status:</i> | Exempt |
| <i>Department:</i> | Human Services | <i>Salary / Hourly Minimum:</i> | \$60,358 |
| <i>Supervision Level:</i> | Supervisor | <i>Salary / Hourly Maximum:</i> | \$81,483 |
| <i>Employee Group:</i> | SUP | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Sr. Recreation Coordinator |
| <i>Drug Screen / Physical:</i> | Y | <i>EEO4 Group:</i> | Professionals |

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Education, Families & Youth Development Manager, Tempe PRE Supervisor as well as from other supervisory and management staff.

May exercise functional and technical direction over technical and clerical staff.

MINIMUM QUALIFICATIONS

| | |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Experience:</i> | Two years of experience in the coordination and implementation of early education programs, planning and conductive effective outreach to target populations for the purpose of recruitment, experience assisting families. Knowledge and experience with Arizona's early care and education policies and regulations governing the operation of early childhood programs. Bilingual preferred. |
| <i>Education:</i> | Equivalent to a Bachelor's degree from an accredited college or university with major coursework in early childhood education, child development or closely related field. A Master's degree is desirable. |
| <i>License / Certification:</i> | <ul style="list-style-type: none">• Must possess and maintain a valid driver's license.• May require the possession of, or required to obtain an Arizona fingerprint clearance card.• May require the possession of, or required to obtain a CPR certification. |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. This position assists the Tempe PRE (Preschool Resource Expansion) Supervisor with the key components necessary to provide high-quality preschool to eligible 3 and 4-year-old Tempe residents. This position will have a significant role providing information regarding Tempe PRE to organizations and families and in building positive relationships with organizations and agencies in order to successfully promote and implement Tempe PRE to meet the desired outcomes established by the research component of this project.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Coordinate and conduct outreach to target populations and neighborhoods to inform and recruit participants.
- Assist the research team in all phases of data collection, family outreach and reporting.
- Assume a support role in all components of the Tempe PRE communications plan including but not limited to all phone and email inquiries; assisting families with applications and determining eligibility; updating the website with new information; and collaborating with all partners to ensure timely and accurate delivery of information.
- Assist Supervisor with development of community participation in program and services through press releases, presentations and referrals.
- Assist partners with all phases of the registration and intake process.
- Manage the extended learning component of Tempe PRE at all locations.
- Assist the Tempe PRE Supervisor with daily operations and coordination of services with all partnering schools and agencies.
- Maintain accurate records of all Tempe PRE program activities.
- Work collaboratively with City of Tempe communications personnel to accurately represent and promote Tempe PRE within the city and state.
- Coordinate all logistics regarding scheduling Positive Parenting Program (Triple P) parent education classes into Tempe PRE locations including securing space, time and providers and as well as managing family enrollment.
- Operate city vehicle to and from various PRE sites and school district offices.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles (to and from PRE sites and school district offices);
- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers in performing job duties, calculators, and other office machines;
- Extensive reading and close vision work.

COMPETENCIES

| CLASSIFICATION LEVEL | INCLUDES | COMPETENCIES |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------|
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |
| <i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies | | |

JOB DESCRIPTION HISTORY

Effective July 2017